



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 1.1.3	Subject: ORGANIZATION AND RESPONSIBILITY
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 1: General Administration	Revision Date: 09-15-2004, 01-09-06, 11-06-06, 11-23-07, 10-10-08, 01-06-09, 05-24-10
Applicable ACA Standards: 2-7003, 2-7005, 2-7009, 2-7017, 2-7027	
Signature: /s/ Karen Duncan	Effective Date: 12-31-02
Signature: /s/ Steve Gibson	

I. POLICY:

An organizational staffing chart will be developed to reflect adequate staffing to meet the needs of the youth and the mission of the bureau. This chart will define (or appoint) responsibility, place staff into related units promoting efficiency and providing a clear chain of command from the entry level position to the Youth Community Corrections (YCC) bureau chief.

II. APPLICABILITY:

All YCC facilities and programs

III. DEFINITIONS:

Great Falls Youth Transition Centers - are operated by the Department of Corrections, Youth Services Division and provide separate housing for males and females. The program focuses on youth who are having a difficult time adjusting in the community after being released from a secure facility. The program allows a graduated sanction option other than sending a youth back to a correctional facility. It is also used for youth who are leaving a secure facility when another appropriate placement is not available, or when the youth needs a short-term placement while awaiting another community placement.

Great Falls Youth Transition Centers Director – responsible for organizing and managing the Centers. Responsibilities include fiscal management, personnel management, information and research management, medical and health care services and inter/intra-Center communication.

IV. BUREAU DIRECTIVES:

- A. Constructing the organizational chart: The YCC bureau chief is responsible for constructing and maintaining the organizational chart.
- B. Organizational chart review: The organizational chart will be reviewed annually by the supervisor of each function who will submit all revisions with comments from the staff to the YCC bureau chief for review, approval or revision. This review will be completed at the beginning of each fiscal year and the organizational chart updated as needed.

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- C. The chain of command for supervisory authority begins with the YCC bureau chief, and in the event of his/her absence or unavailability, the authority for the command of the bureau rests with the division administrator or designee.
- D. The YCC bureau chief will collaborate and consult with other criminal justice agencies, community interest groups and service agencies on a continuing basis for the purpose of enhancing the formulation and evaluation of organizational policies, procedures, rules, and regulations.
- E. The YCC staff will review the YCC mission statement, goals & objectives, organizational chart, and budget annually during a YCC parole meeting.

V. CLOSING:

Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

[53-1-203, MCA](#) [Powers and Duties of Department of Corrections](#)

VII. ATTACHMENTS:

[YCC 1.1.3 \(A\) Youth Services Division Organization Chart](#)
[YCC 1.1.3 \(B\) Youth Community Corrections Bureau Organization Chart](#)
[YCC 1.1.3 \(C\) Youth Transition Centers Organization Chart](#)